

# American Association of Christian Schools

## Professional Employee Certification Program



The Bible states that the Holy Spirit has given gifts to individual Christians for the purpose of ministering to the saints. Among these gifts are the gifts of administration and teaching (Romans 12:6-8; I Corinthians 12:5-11, 23-31; Ephesians 4:11-16).

The Christian school, if it is to maintain a reputation for academic excellence, must employ the services of teachers and administrators who are academically qualified to assume their teaching and administrative responsibilities. The proper professional training is a prerequisite to quality education.

Academic preparedness, as important as it is, does not take the place of, nor can it be a substitute for, the spiritual requirements and responsibilities of Christian school teachers and administrators. A balance of spiritual insight, dedication, and love, combined with the academic preparedness to meet the demands of the classroom, are essential ingredients for excellence in the Christian school.

The American Association of Christian Schools (AACS) has developed the Professional Employee Certification Program for the benefit of its member schools. The Program provides objective standards for evaluating and recognizing the preparation of current professional employees.

The AACS Certification Program also provides parents with the assurance that professional educators have examined the credentials of those to whom they entrust their children for academic training. This Program does not evaluate the spiritual characteristics of personnel, except to require that the employing school recommend the applicant and that he/she subscribe to the AACS Statement of Faith.

This AACS service must not be construed as a license to teach or to perform duties in a Christian school. It should never be represented as such to parents or to governmental entities. The AACS Certification Program simply provides a uniform procedure for appraising the professional credentials of teachers and administrators.

A certificate may be revoked at any time the holder is found to be guilty of violating Christian standards of conduct and/or professional ethics. In such cases the person charged with the violation shall be notified of the charges and given opportunity to defend himself/herself, after which the decision of the AACS Accreditation Commission shall be final.

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# *Eight Categories of Certification*

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## **CATEGORY 1: PRESCHOOL**

**PROVISIONAL:** This certificate is issued to applicants who have not earned an Associate of Arts degree. It is valid for two years and may be renewed upon completion of four semester hours toward an Associate of Arts degree or Bachelor's degree in Early Childhood Education, or by completing twenty hours of documented early childhood in-service training. Applicant must have two years of experience in a Christian school if he/she does not have an Associate's degree or 90 semester hours of college work.

**PROFESSIONAL:** This certificate is issued to applicants who hold at least an AA or CDA degree and qualify for an endorsement in either preschool or early childhood education. It is valid for five years and may be renewed upon completion of four semester hours, six CEUs, or a combination thereof.

**ADVANCED PROFESSIONAL:** This certificate is issued to applicants who hold a Bachelor's degree in endorsed area, who qualify for an endorsement in Early Childhood or Preschool Education, and who have at least three years of experience teaching kindergarten in a Christian school. It is valid for seven years and may be renewed upon completion of four semester hours, six CEUs, or a combination thereof.

## **CATEGORY 2: KINDERGARTEN**

**PROVISIONAL:** This certificate is issued to applicants who have not earned a Bachelor's degree. It is valid for two years and may be renewed upon completion of four semester hours towards a Bachelor's degree with an endorsement in Early Childhood or Elementary Education. Applicant must have two years of experience in a Christian school if he/she does not have an Associate's degree or 90 semester hours of college work.

**PROFESSIONAL:** This certificate is issued to applicants who have earned a Bachelor's degree and who qualify for an endorsement in Early Childhood or Elementary Education. It is valid for five years and may be renewed upon completion of four semester hours, six CEUs, or a combination thereof.

**ADVANCED PROFESSIONAL:** This certificate is issued to applicants who hold a Bachelor's degree in endorsed area, who qualify for an endorsement in Early Childhood or Elementary Education, and who have at least three years of experience teaching kindergarten in a Christian school. It is valid for seven years and may be renewed upon completion of four semester hours, six CEUs, or a combination thereof.

## **CATEGORY 3: ELEMENTARY**

**PROVISIONAL:** This certificate is issued to applicants who have earned a Bachelor's degree, but who cannot qualify for an endorsement in Elementary Education. It is valid for two years and may be renewed upon completion of four semester hours towards an endorsement in Elementary Education.

**PROFESSIONAL:** This certificate is issued to applicants who have earned a Bachelor's degree and who qualify for an endorsement in Elementary Education. It is valid for five years and may be renewed upon completion of four semester hours, six CEUs, or a combination thereof in Elementary Education.

**ADVANCED PROFESSIONAL:** This certificate is issued to applicants who hold a Master's degree in endorsed area, who qualify for an endorsement in Elementary Education, and who have at least three years of experience teaching in a Christian school. It is valid for seven years and may be renewed upon completion of four semester hours, six CEUs, or a combination thereof in Elementary Education.

## **CATEGORY 4: SECONDARY**

**PROVISIONAL:** This certificate is issued to applicants who have earned a Bachelor's degree, but who cannot qualify for an endorsement in Secondary Education. It is valid for two years and may be renewed upon completion of four semester hours towards the endorsement.

**PROFESSIONAL:** This certificate is issued to applicants who have earned a Bachelor's degree and who qualify for an endorsement in Secondary Education. It is valid for five years and may be renewed upon completion of four semester hours, six CEUs, or a combination thereof in the area(s) of endorsement.

**ADVANCED PROFESSIONAL:** This certificate is issued to applicants who hold a Master's degree in endorsed area, who qualify for an endorsement in Secondary Education, and who have at least three years of experience in a Christian school. It is valid for seven years and may be renewed upon completion of four semester hours, six CEUs, or a combination thereof in the appropriate endorsement area(s).

# *Eight Categories of Certification*

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## **CATEGORY 5: ALL-LEVEL (Music, Art, Physical Education)**

**PROVISIONAL:** This certificate is issued to applicants who have earned a Bachelor's degree, but who cannot qualify for an endorsement in All-Level Education. It is valid for two years and may be renewed upon completion of four semester hours towards the endorsement.

**PROFESSIONAL:** This certificate is issued to applicants who have earned a Bachelor's degree and who qualify for an endorsement in All-Level Education. It is valid for five years and may be renewed upon completion of four semester hours, six CEUs, or a combination thereof in the area(s) of endorsement.

**ADVANCED PROFESSIONAL:** This certificate is issued to applicants who hold a Master's degree in endorsed area, who qualify for an endorsement in All-Level Education, and who have at least three years of experience in a Christian school. It is valid for seven years and may be renewed upon completion of four semester hours, six CEUs, or a combination thereof in the appropriate endorsement area(s).

## **CATEGORY 6: SPECIAL EDUCATION**

**PROVISIONAL:** This certificate is issued to applicants who have earned a Bachelor's degree, but who cannot qualify for an endorsement in Special Education. It is valid for two years and may be renewed upon completion of four semester hours towards an endorsement.

**PROFESSIONAL:** This certificate is issued to applicants who have earned a Bachelor's degree and who qualify for an endorsement in Special Education. It is valid for five years and may be renewed upon completion of four semester hours, six CEUs, or a combination thereof in Special Education.

**ADVANCED PROFESSIONAL:** This certificate is issued to applicants who hold a Master's degree in endorsed area, who qualify for an endorsement in Special Education, and who have at least three years of experience teaching in a Christian school. It is valid for seven years and may be renewed upon completion of four semester hours, six CEUs, or a combination thereof in Special Education.

## **CATEGORY 7: SPECIALIST (Bible, Computer & Information Technology, Counseling)**

**PROVISIONAL:** This certificate is issued to applicants who have earned a Bachelor's degree, but who cannot qualify for the specialist endorsement (Bible, Computer & Information Technology, or Counseling). It is valid for two years and may be renewed upon completion of four semester hours towards a specialist endorsement.

**PROFESSIONAL:** This certificate is issued to applicants who have earned a Bachelor's degree, and who qualify for the specialist endorsement (Bible, Computer & Information Technology, or Counseling). It is valid for five years and may be renewed upon completion of four semester hours, six CEUs, or a combination thereof in the specialist's field (Bible, Computer & Information Technology, or Counseling).

**ADVANCED PROFESSIONAL:** This certificate is issued to applicants who hold a Master's degree in endorsed area, who qualify for the specialist endorsement (Bible, Computer & Information Technology, or Counseling), and who have at least three years of experience in Christian Education. It is valid for seven years and may be renewed upon completion of four semester hours, six CEUs, or a combination thereof in the specialist's field (Bible, Computer & Information Technology, or Counseling).

## **CATEGORY 8: ADMINISTRATOR**

**PROVISIONAL:** This certificate is issued to applicants who have earned a Bachelor's degree, but who cannot qualify for an endorsement in Educational Administration. It is valid for two years and may be renewed upon completion of four semester hours towards the endorsement.

**PROFESSIONAL:** This certificate is issued to applicants who have earned at least a Master's degree and who qualify for an endorsement in Educational Administration. It is valid for five years and may be renewed upon completion of four semester hours, six CEUs, or a combination thereof in areas appropriate to the profession.

**ADVANCED PROFESSIONAL:** This certificate is issued to applicants who hold a Specialist's or Doctor's degree in endorsed area, who qualify for an endorsement in Educational Administration, and who have at least three years of experience in Christian education. It is valid for seven years and may be renewed upon completion of four semester hours, six CEUs, or a combination thereof in areas appropriate to the profession.

# Endorsements

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## Preschool Education

A proficiency (14 or more hours) or major in Early Childhood Education

OR

A major in Elementary Education

OR

Seven years of experience in a Christian preschool

## Early Childhood Education

A proficiency (14 or more hours) or major in Early Childhood Education

OR

A major in Elementary Education

OR

A BA or BS with

1. At least ten semester hours of early education courses
2. At least one education methods course or two years of experience
3. At least one semester of supervised teaching or three years experience\*

## Elementary Education

A major in Elementary Education

OR

1. Eighteen semester hours of educational studies *including* at least one course in elementary reading instruction, two courses in elementary teaching methods, and one course in elementary curriculum/content
2. At least one semester of supervised teaching or three years experience\*

## Secondary Education

A major in a secondary education teaching field (e.g., English Education— usually a B.S.)

OR

A major in Secondary Education with at least 18 semester hours in a teaching field (e.g., English, history, Bible, science – usually a B.S.)

OR

1. A major in the teaching field
2. A teaching methods course in endorsed area or general secondary teaching methods
3. At least one semester of supervised teaching or three years experience\*

## All-Level Certificates (Music, Art, Physical Education)

1. A major in the teaching field
2. At least six semester hours of educational studies including one elementary teaching methods course and one secondary teaching methods course
3. At least one semester of supervised teaching or three years experience\*

## Special Education

A major in Special Education

OR

1. At least 18 semester hours in Special Education
2. At least one education methods course or two years of experience as a Special Education Teacher (continued)

3. At least one semester of supervised teaching or three years experience\*

## Educational Administration

A graduate major in Educational Administration

OR

A Master's degree in a non-education field and 18 graduate credit hours in Educational Administration

OR

A Master's degree in an education field and 12 graduate credit hours in Educational Administration

# Specialists

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## Bible

A major in Bible or Theology

OR

At least 36 semester hours in Biblical Studies

## Computer & Information Technology

A major in a technology field

OR

At least 18 semester hours in the technology field

## Counseling

A major in Counseling

OR

At least 18 semester hours in Counseling

# Requirements

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**Note:** Applicants may request endorsements for any area(s) in which they can present adequate credentials (18 semester hours in endorsement area).

**CP (Christian Philosophy) Requirement:** If the candidate's degree is not an education degree from a Christian college or if the candidate's transcript does not include a Christian Philosophy of Education course, the candidate is required to meet the Christian Philosophy requirement before a Professional Certificate can be issued. The requirement can be met by 2 semester hours or 30 instructional hours. See the Christian Philosophy Verification Form available on the AACCS website.

**BD (Bible Doctrines) Requirement:** If the candidate did not graduate from a Christian college or have at least 6 credit hours of Bible classes from an accredited or AACCS-recognized college, the candidate is required to meet the Bible Doctrines requirement before a Professional Certificate can be issued. The requirement can be met by 2 semester hours or 30 instructional hours. See the Bible Doctrines Verification Form available on the AACCS website.

**\*Student Teaching Requirement:** If the applicant's transcripts do not indicate student teaching experience, a Supervised Teaching Verification Form (available on the AACCS website) must be submitted, or the applicant must have taught three full years in a Christian school.

# AACS Professional Employee Certification Program

<b>Certificate Categories</b>	<b>Provisional Level</b>	<b>Professional Level</b>	<b>Advanced Professional Level</b>
<b>Preschool</b>	No AA/BA/BS/CDA No endorsement given 2 years in Chr. Ed. or AA or 90 SH  <i>2 year certificate</i> <i>Renewal – 2 CEU's</i>	AA/BA/BS/CDA Endorsement  <i>5 year certificate</i> <i>Renewal – 4 SH/6 CEU's</i>	BA/BS Endorsement 3 years in Chr. Ed.  <i>7 year certificate</i> <i>Renewal – 4 SH/6 CEU's</i>
<b>Kindergarten</b>	No BA/BS No endorsement given 2 years in Chr. Ed. or AA or 90 SH  <i>2 year certificate</i> <i>Renewal – 4 SH</i>	BA/BS Endorsement CP and BD  <i>5 year certificate</i> <i>Renewal – 4 SH/6 CEU's</i>	BA/BS Endorsement 3 years in Chr. Ed. CP and BD <i>7 year certificate</i> <i>Renewal – 4 SH/6 CEU's</i>
<b>Elementary</b>	BA/BS No endorsement given  <i>2 year certificate</i> <i>Renewal – 4 SH</i>	BA/BS Endorsement CP and BD  <i>5 year certificate</i> <i>Renewal – 4 SH/6 CEU's</i>	MA/MS Endorsement 3 years in Chr. Ed. CP and BD <i>7 year certificate</i> <i>Renewal – 4 SH/6 CEU's</i>
<b>Secondary</b>	BA/BS No endorsement given  <i>2 year certificate</i> <i>Renewal – 4 SH</i>	BA/BS Endorsement CP and BD  <i>5 year certificate</i> <i>Renewal – 4 SH/6 CEU's</i>	MA/MS Endorsement 3 years in Chr. Ed. CP and BD <i>7 year certificate</i> <i>Renewal – 4 SH/6 CEU's</i>
<b>All-Level (Music, Art, Physical Education)</b>	BA/BS No endorsement given  <i>2 year certificate</i> <i>Renewal – 4 SH</i>	BA/BS Endorsement CP and BD  <i>5 year certificate</i> <i>Renewal – 4 SH/6 CEU's</i>	MA/MS Endorsement 3 years in Chr. Ed. CP and BD <i>7 year certificate</i> <i>Renewal – 4 SH/6 CEU's</i>
<b>Special Education</b>	BA/BS No endorsement given  <i>2 year certificate</i> <i>Renewal – 4 SH</i>	BA/BS Endorsement CP and BD  <i>5 year certificate</i> <i>Renewal – 4 SH/6 CEU's</i>	MA/MS Endorsement 3 years in Chr. Ed. CP and BD <i>7 year certificate</i> <i>Renewal – 4 SH/6 CEU's</i>
<b>Specialist (Bible, Computer &amp; Info. Technology, Counseling)</b>	BA/BS No endorsement given  <i>2 year certificate</i> <i>Renewal – 4 SH</i>	BA/BS Specialist Endorsement CP and BD  <i>5 year certificate</i> <i>Renewal – 4 SH/6 CEU's</i>	MA/MS Specialist Endorsement 3 years in Chr. Ed. CP and BD <i>7 year certificate</i> <i>Renewal – 4 SH/6 CEU's</i>
<b>Administrator</b>	BA/BS No endorsement given  <i>2 year certificate</i> <i>Renewal – 4 SH</i>	MA Endorsement CP and BD  <i>5 year certificate</i> <i>Renewal – 4 SH/6 CEU's</i>	Specialist/Doctorate Endorsement 3 years in Chr. Ed. CP and BD <i>7 year certificate</i> <i>Renewal – 4 SH/6 CEU's</i>

# Information

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## College Credit

College credit must be from an accredited or AACSB-recognized college or university. Accredited schools must be accredited by an agency approved by the USDOE.

## Conversion of CEUs and Quarter Hours

Continuing Education Units (CEUs) are commonly offered for attendance at seminars sponsored by universities, teachers' conventions, or other educational institutions. Those who receive qualified instruction are awarded one-tenth (1/10) of a CEU for each hour of class time. Since 1 semester hour normally requires 15 hours of classroom instruction, 1 semester hour = 1.5 CEUs. CEUs may be used to partially or completely satisfy the requirements for professional or advanced professional certification renewal. Quarter Hours may be divided by 1.5 to convert to semester hours, or semester hours may be multiplied by 1.5 to convert to quarter hours.

## Provisional Certification

A candidate with 128 semester hours of college credit may qualify for a provisional certificate while progressing toward degree completion.

## Lifetime Certification

A candidate with an earned doctorate may renew an Advanced Professional certificate for a Lifetime certificate if he has at least 7 years in education.

## CLEP

No CLEP credits are accepted for certificate renewal.

## Membership

The Professional Employee Certification Program is a benefit for AACSB-member schools. If the applicant is not employed by an AACSB-member school, the applicant must join AACSB as an individual member. The membership application is available on the AACSB website.

## Expired Certification

If a professional or advanced professional certificate expires and the time since expiration is less than one year, the teacher pays the higher fee (\$40 instead of \$30) and the new certificate begins when the old certificate expired. The teacher must qualify for renewal.

If the time since expiration is more than one year, the teacher must apply for a new certificate and must qualify under current standards. The fee for a new certificate applies.

- a. If the applicant presents verification of continuing education credits or CEUs that would qualify the teacher for a renewal under current standards (credits or CEUs earned since the prior certificate was issued) the term of the certificate issued will be five years for a professional or seven years for an advanced professional certificate.
- b. If the applicant does not present verification of continuing education credits or CEUs that would qualify the teacher for a renewal under current standards (credits or CEUs earned since the prior certificate was issued) the term of the professional certificate issued will be 2 years and may be renewed as a five-year certificate with the completion of 2 semester hours or 3 CEUs of continuing education.

# Submitting the Certification Application

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**Please read the description of the Professional Employee Certification Program carefully. Call the AACSB Office (423-629-4280) should you have any questions.**

1. Answer all questions on the application form. (Do not send resume in lieu of completing application.)
2. Request the certificate, title(s), and endorsement(s) for which you qualify.
3. Send required documentation\*:
  - CP, BD, and Student Teaching verification forms if required; see page 4.
  - Original application: Submit official college transcripts\*.
  - Renewals: Submit documentation for continuing education completed since your last certificate was issued. (Send copies of CEU certificates; official college transcripts\* **for renewal coursework**.)
  - Expired certificates: Submit documentation for continuing education completed since your last certificate was issued. (Send copies of CEU certificates; official college transcripts\* **for renewal coursework**.)
4. Attach a check for the processing fee (original application – \$35; renewal fee – \$30; expired certificate – \$40).
5. Submit the application for your administrator's review and signature.
6. Mail completed application, processing fee and ALL required documentation (see # 3 above) to:
  - AACSB Education Office
  - 602 Belvoir Avenue
  - East Ridge, TN 37412
7. Allow 45 days for processing.
8. It is the applicant's responsibility to follow-up with the AACSB office if he does not receive his certificate within 45 days.

<p><b>*When required, original transcripts <u>must be included</u> with application. Photo copies are not accepted.</b></p>
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Grades teaching \_\_\_\_\_

Secondary teachers: list classes you teach \_\_\_\_\_

**Experience Information**

Schools where you have been employed (list most current first):				
Dates Employed	Name of School	City/State	Position/ Grade Taught	Full-time (FT)/ Part-time (PT)

Please write your testimony of salvation: \_\_\_\_\_

\_\_\_\_\_

Please briefly explain how the Lord led you to teach in a Christian school: \_\_\_\_\_

\_\_\_\_\_

**Statement of Faith**

I believe that the Bible, both the Old and New Testaments, was verbally inspired of God, and is our only rule in matter of faith and practice. I believe in creation, not evolution; that man was created by the direct act of God in the image of God. I believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures. I believe that all men are born in sin. I believe in the Incarnation, the Virgin Birth, and the Deity of our Lord and Savior, Jesus Christ. I believe in the vicarious and substitutional atonement for the sins of mankind by the shedding of His blood on the cross. I believe in the resurrection of His body from the tomb, His ascension to Heaven, and that He is now our Advocate. I believe that He is personally coming again. I believe in His power to save men from sin. I believe in the necessity of the New Birth, and that this New Birth is through the regeneration of the Holy Spirit. I believe that salvation is by grace through faith, plus nothing minus nothing, in the atoning of our Lord and Savior, Jesus Christ.

I believe that this statement of faith is basic for Christian fellowship and that all born-again men and women who sincerely accept it and are separated from the world of apostasy and sin can, and should, live together in peace and that it is their Christian duty to promote harmony among the believers.

I further believe in the Biblical doctrine of ecclesiastical separation, and therefore believe that churches and Christian schools should not be associated with, members of, or in accord with organizations or movements such as the World Council of Churches, the National Council of Churches, the modern charismatic movement, or the ecumenical movement.

I am in complete agreement with the AACCS Statement of Faith.

\_\_\_\_\_  
Applicant's Signature

**School Administrator Approval**

I recommend the applicant as being qualified for the certificate listed above. The applicant has the required credentials, has a clear testimony, demonstrates good Christian character, and evidences an aptitude for teaching. I recognize my responsibility for notifying AACCS should this applicant ever be dismissed for unethical or immoral conduct.

Name of School \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Name of Administrator \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_